

## 091 HUD Supplemental Conditions

This project is funded in whole or in part with funds from the U.S. Department of Housing and Urban Development. As a result, it is required that contractor complete this form and submit it on a monthly basis along with contractors pay estimate / payment application / invoice. The City will reject any invoice that does not contain this report.

## SECTION 3 UTILIZATION PLAN

PROJECT NAME: \_\_\_\_\_

### BIDDER/PROPOSER INFORMATION:

Name of Bidder/Proposer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address : \_\_\_\_\_

### Instructions:

The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that economic opportunities be directed to low-income persons and to businesses which provide economic opportunities to low-income persons.

The Section 3 Utilization Plan must be filled out by all prime contractors bidding on a HUD funded projects. For a list of certified Section 3 Businesses and Individuals, please refer to the database located at the Office of Grants Monitoring and Administration website at [www.sanantonio.gov/gma/programs/Section3.aspx](http://www.sanantonio.gov/gma/programs/Section3.aspx) or request assistance in developing your Section 3 Utilization Plan by calling (210) 207-5462.

The City of San Antonio receives HUD- sourced funding for housing rehabilitation, new housing construction, public infrastructure improvements, public facilities, park improvements, and economic development projects. The City has set the following goals to support business and individuals who have been certified under the City's Section 3 Utilization Plan.

1. **Employment:** Thirty percent (30%) of the aggregate number of new hires during a one year period of the project. (Example: A construction contractor hires 10 new workers. Three of the new workers should be Section 3 eligible persons.)
2. **Contracting:** (a) At least 10 percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, construction, and other public construction with federal funds; and (b) At least three percent (3%) of the total dollar amount of all other covered Section 3 contracts to eligible Section 3 businesses.

If a business is not certified, or if an individual would like to be Section 3 certified, please call the Office of Grants Monitoring and Administration, Special Projects Division at (210) 207-5471 for information and details on how subcontractors may obtain certification.

Intake forms to start the certification process may be found at:

[www.sanantonio.gov/gma/programs/Section3.aspx](http://www.sanantonio.gov/gma/programs/Section3.aspx)

*It is understood and agreed that, if awarded a contract by a sub-recipient agency or directly by the City of San Antonio, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Office of Grants Monitoring and Administration through a submitted written revised Section 3 Utilization Plan.*

1. Please identify your organization's Section 3 point of contact. \_\_\_\_\_
2. List all contractors that will be used for this contract. (Indicate all Section 3 Businesses. Use additional sheets as needed.)

NAME, ADDRESS, & E-MAIL OF SECTION 3 CONTRACTOR	CONTRACT AMOUNT	Section 3	CERTIFICATION NUMBER

*Only companies certified as Section 3 businesses by the City of San Antonio or partnering agencies, can be applied towards the contracting goals. All Section 3 subcontractors must submit a copy of their certification certificate through the General Contractor. Proof of certification must be attached to this form.*

3. Estimated number of new hires due to the award of the contract \_\_\_\_\_
4. What percentage of the new hires will be certified Section 3 Individuals? \_\_\_\_\_
5. What signage and/or job postings will be placed at the project site to inform neighboring residents of Section 3 new hire opportunities?

4. Indicate outreach methods used to solicit bids from Section 3 Businesses.

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5. If Section 3 contracting and hiring goals will not be achieved in a percentage that equals or exceeds the City's goals, please give explanation.

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6. List all Section 3 bids received but rejected. (Use additional sheets as needed.)

COMPANY NAME	Section 3 CERTIFICATION NUMBER	REASON FOR REJECTION

## **AFFIRMATION**

**I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.**

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICIAL

\_\_\_\_\_  
TITLE OF OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE

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